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(CLASSIFICATION)

Executive Registry

62-3138

## ACTION MEMORANDUM

## OFFICE OF THE DIRECTOR

Action Memorandum No. A - 9Date 8 May 1962

TO : Deputy Director (Support)

SUBJECT :

REFERENCE:

As we have discussed on many occasions, one of the great needs of the Agency is to establish a system whereby officers will be required to take certain training in order to qualify for particular assignments and promotions. As a first step toward developing a career and training program which would insure that all personnel received certain required courses in various stages in their careers, would you ask the Office of Training to prepare something along these lines. As I would envisage it, an officer after his JOT training -- or if he is not a JOT after his basic training -- would have about five to seven years of line duty and then would take some form of mid-career training which should include substance, operations and management, and then after another five to seven years would receive some form of senior officer training. Probably those selected for senior officer training would be the individuals who were destined to become senior executives. Others would be given specialist training in their major areas of knowledge.

(Signature) Lyman B. Kirkpatrick

LBK/jrc

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Lyman B. Kirkpatrick  
Executive Director

SUSPENSE DATE:

ED

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